Residential Posting and Electronic Bulletin Board Regulations
Housing and Residence Life
Effective February 28, 2014

Bulletin Board Provision and Placement within NAU’s Halls:
Bulletin Boards are provided in each residence hall and residential community as follows:
- 1 Bulletin Board per Resident Assistant (Where am I Board?)
- 1 Bulletin Board per Resident Assistant (Campus Fliers; events calendar)
- 1 Bulletin Board per Resident Assistant (Community Development and Passive Ed)
  [In courtyard, luxury apartment & family communities these boards are generally combined into one board/Resident Assistant]
- 1 Centrally located Board for Hall Council
- 1 Centrally located Educational Board
- 1 Board per hall near the Front Desk/Community Office for Staff on Call/Emergency Information
- 1 Board per hall in a frequently-visited location for Off Campus Fliers

Electronic Bulletin Board Placement within Residence Halls:
Electronic Bulletin Boards have been installed in the following single student residential communities:

<table>
<thead>
<tr>
<th>Allen</th>
<th>McConnell</th>
<th>Raymond</th>
<th>Tinsley</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspen Crossing</td>
<td>McKay Village</td>
<td>Reilly</td>
<td>Wilson</td>
</tr>
<tr>
<td>Cowden</td>
<td>Morton</td>
<td>Roseberry</td>
<td></td>
</tr>
<tr>
<td>Gabaldon</td>
<td>Mountain View</td>
<td>Sechrist</td>
<td></td>
</tr>
<tr>
<td>Gillenwater</td>
<td>Pine Ridge Village</td>
<td>Taylor</td>
<td></td>
</tr>
</tbody>
</table>

Electronic Bulletin Board Display Regulations
- Electronic Bulletin Board Display Requests may be accepted from the following groups:
  - Residential student organizations (Hall Councils, RHA, NRHH)
  - Office of Residence Life (includes Resident Assistant and hall staff activities, activities sponsored by other residence halls and activities planned by the central office)
  - Student clubs or organizations currently registered with the Office of Student Life
    - Elections informational posters will be accepted, but candidate posters will not
  - University academic, administrative and service departments
  - Commercial speech/postings is limited to paper fliers (Central Bulletin Board)
- The Office of Residence Life will review, approve and format requests for Electronic Bulletin Board Displays for ALL halls (submit requests to donna.womble@nau.edu). Individual building RHD’s may review, approve and post requests for Electronic Bulletin Board Displays specific to their building. In general, PowerPoint and PDF images are preferred.
- The cable TV function of the Electronic Bulletin Boards is to be utilized ONLY for NAU Official Events or emergency broadcasts as directed by the Office of Residence Life.

Maximum number of fliers:
The Office of Residence Life (North Hall, Building 5, Room 269) will accept, stamp as approved for posting and disseminate via hall boxes the following numbers of fliers:

**Tier 1:** One Flier per Resident Assistant – All Halls (quantity 159 fliers)
- Residential student organizations (Hall Councils, RHA, NRHH)
- Office of Residence Life (includes Resident Assistant and hall staff activities, activities sponsored by other residence halls and activities planned by the central office)
- Student clubs or organizations currently registered with the Office of Student Life
- Elections informational posters will be accepted, but candidate posters will not (candidates can give posters to friends to post on their doors)
- Academic departments
- Non-academic university departments

**Tier 2:** One Flier per Building – All Halls (quantity 21 fliers)
- All Off-campus agencies and events
**Tier 3: Fliers for specific target audiences**
- Same guidelines for Tier 1 and 2 apply
- One per Building Freshman Connections halls (quantity 7)
- One per Building Upper Classman Halls (quantity 14)
- One per Resident Assistant Freshman Connections halls (quantity 80)
- One per Resident Assistant Upper Classman Halls (quantity 79)

**Tier 4: Serial Posters for Events or Organizations**
- Any duplicative or successive fliers or posters for a previously-advertised event will replace the former flier so that only flier/event will be posted at a time.
- Campus organizations and offices may have more than one flier posted at a time as long as the content of the flier is for distinctively different purposes or activities.

**Days posted limits (Electronic and Paper):**

- Requests for residence hall postings must be made to the Office of Residence Life at least 5 business days in advance of the desired beginning posting date.
- Event and program sponsors are responsible for specifying a poster/flier removal date at the time of submission for approval. Fliers and Electronic Displays without specified removal dates will be approved for a two week posting period.
- Professional-quality posters or Electronic Displays created to promote a series, calendar or major event may be accepted for a longer posting period.
- No one may place posters or any advertisements or notices in any residential community, without the permission of the Residence Hall Director.

**Removal of outdated and unapproved fliers:**

- Residence Hall Directors (or a designated staff member) will review postings on a daily basis to remove outdated, unapproved, worn or vandalized materials. Electronic Displays will be pre-programmed with an end of display date.

**Appropriate surfaces for posting:**

- Materials not posted on bulletin boards but on other approved designated areas in the residence halls/areas must be attached with blue painter's tape.
- Individuals are not to block building entries/exits, walkways or streets.
- There shall be no signs or posters placed on trees, utility poles, fences, doors, walls or windows of buildings, or windows of autos, or on any painted or varnished surface. *(Current Student Life Policy)*

**Contact/sponsor information and size limitations:**

- All postings must have the sponsor and contact information (e.g. web site, email, phone, etc.) visible on the material.
- Nonresidential staff-sponsored or residential student organizations may supply postings up to but may not exceed 14 inches by 22 inches in size. *(Current Student Life Policy)*

**Poster and Electronic Display content:**

- Advertisements, posters, flyers, etc. shall be in good taste and not depict portrayals that are demeaning or discriminatory to any individual or group(s) of persons. *(Current Student Life Policy)*
- All Posters and Electronic Displays must conform to current Copyright Laws.